



EXAM ANNOUNCEMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

ACCOUNTING OFFICER (SPECIALIST) DEPARTMENTAL PROMOTIONAL

HOW TO APPLY

Applications are available may be filed in person or by mail with:

STATE WATER RESOURCES CONTROL BOARD
HUMAN RESOURCES BRANCH
1001 "I" STREET, 18TH FLOOR
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

FINAL FILING DATE

May 15, 2015

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. The use of metered mail, including interoffice mail, and faxed applications are prohibited.

SALARY RANGE

\$3,918 - \$4,906

WHO SHOULD APPLY

1. Applicants must have permanent civil service status with the State Water Resources Control Board as of final filing date, in order to participate in this examination; **or**
2. Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government § Code 18990; **or**
3. Must be current a former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992; **or**
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

APPLICANTS MUST PROVIDE A COPY OF DD FORM 214, CERTIFICATE OF RELEASE OR HONORABLE DISCHARGE FROM ACTIVE DUTY.

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by May, 15, 2015, the final filing date.

Qualifying experience may be combined on a proportional basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting 50% of the required time of pattern I, and additional experience amounting to 50% of the required time of pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class performing with a level of responsibility

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SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ACCOUNTING OFFICER (SPECIALIST)

FINAL FILING DATE: MAY 15, 2015

JL26-4546

5WB11

MINIMUM QUALIFICATIONS

not less than Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

Experience: One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.) and the education requirements listed below.

Or II

Two years of increasingly responsible professional accounting or auditing experience. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accountant I.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **and**

Education:

Either I

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three hours of business law.

(Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**SPECIAL PERSONAL
CHARACTERISTICS
THE POSITION**

Ability to qualify for a fidelity bond.

This is the first journey person level for the series. Incumbents, under general supervision from a Senior Accounting Officer or an Accounting Administrator, perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities, such as maintain accounting records for funds administered by the department; prepare, review and analyze financial reports, statements, accounts and records; maintain the General Ledgers; reconcile the General Ledger to SCO; review expenditures against allotments. Incumbents may exercise moderate control in the administration of established policies and procedures, and may have on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public.

Incumbents in this class have no supervisory responsibilities, but may serve as a lead for Accountant Trainees, accounting clerical and semiprofessional personnel.

Positions exist in Sacramento, California.

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **especially important** that each candidate take special care in accurately and completely filling out their application. List **all** experience relevant to the "Requirements for Admittance to the Examination" shown on this

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announcement, even if that experience goes beyond the seven-year limit printed on the application. When completing the application include "to" and "from" dates (month/day/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. **Please read the "Requirements for Admittance to the Examination" carefully** to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Education and Experience - Weighted 100%

SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, each of the competitor's:

KNOWLEDGE OF

A. Knowledge of:

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business law.

ABILITY TO

B. Ability to:

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Speak and write effectively.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the State Water Resources Control Board. The list will be abolished 12 months after it is established unless the needs for the service and condition of the list warrant a change in this period.

VETERANS PREFERENCE CREDITS

Will not be granted in this examination.

CAREER CREDITS

Will not be granted in this examination.

GENERAL INFORMATION

For an examination with an oral interview feature it is the candidate's responsibility to contact the **Human Resources Branch at (916) 341-5127** three weeks after the final filing date if he/she has not received a progress notice.

For an examination with a written test feature, it is the candidate's responsibility to contact the **State Water Resources Control Board** three days prior to the written test date if he/she has not received a notice.

If a candidate's notice of oral interview or written test fails to reach him/her prior to the day of the interview or test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources website at <http://jobs.ca.gov/Profiles/StateApplication>, local offices of the Employment Development Department and the State Water Resources Control Board.

If you meet the civil service requirements for admittance to the examination, which are stated on the reverse, you will be scheduled for the examination. Possession of the entrance requirements does not assure a place on the eligible list. The examination is competitive and your performance in the examination will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Water Resources Control Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

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Eligible Lists: Eligible lists are established by competitive examination; and regardless of date, must be used in the following order: 1) Sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5, departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234,235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the Information Counter of the California Department of Human Resources offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Interview Scope: In addition to the scope described on the other side of this bulletin, the panel will consider your education and experience, your personal development, your presentation to the panel, and your overall competitiveness in relation to the entire candidate group. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities, than to the length of his/her experience. Evaluation of the candidate's personal development will include consideration of his/her training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

HEARING IMPAIRED RELAY SERVICE:

TDD to Voice 1-800-735-2922

Voice to TDD 1-800-735-2929